



U.S. Department of Justice

United States Trustee

Region 6

Northern District of Texas

United States Courthouse

214/767-8967

Room 9C60

1100 Commerce Street

Dallas, Texas 75242

FAX: 214/767-8971

OBLIGATIONS OF A CHAPTER 11 DEBTOR

DEBTOR: _____

CASE NO.: _____

1. Both the debtor and the debtor's attorney must attend the initial creditors meeting scheduled for XXXXXX at XXX. The debtor's attorney is responsible for the timely mailing of notice of this meeting to all creditors.

2. EFFECTIVE WITH ALL CHAPTER CASES FILED ON OR AFTER JULY 1, 2002, all individual debtors appearing for Section 341 meetings of creditors, must provide the United States Trustee with satisfactory proof of their identity and correct social security number. Permissible forms of identification include a valid state driver's license, government issued picture identification card, U.S. Passport, or legal residence alien card. Proof of a social security number may be provided through the presentation of documents such as a social security card, current W-2 form or a payroll check stub. Other forms of identification or official documents which clearly establish identity and/or provide verification of a social security number (e.g.; union card, student i.d. card) may be accepted as well.

3. Close all existing bank accounts.

4. Open a Debtor-In-Possession bank account(s) in accordance with the guidelines established by the United States Trustee. All checks must be IMPRINTED by the bank with the heading

of each month. Operating reports are to be filed separately with the:

- | | |
|---------------------------|----------------------------|
| (1) United States Trustee | (2) U. S. Bankruptcy Clerk |
| 1100 Commerce Street | 1100 Commerce Street |
| Room 9C60 | Room 12A24 |
| Dallas, Texas 75242 | Dallas, Texas 75242 |

United States Bankruptcy Court: Mandatory Electronic Filing, Effective October 1, 2003:
Pursuant to General Order 2003-04, all documents submitted to the court must be submitted electronically through the court's electronic filing system (CM/ECF).

United States Trustee's Office: Pursuant to the *Guidelines For Chapter 11 Debtors-In-Possession, Region VI, Northern District of Texas*, a hardcopy of the Monthly Operating Reports (MOR) must be filed with the United States Trustee. The hardcopy of the Monthly Operating Report (MOR) filed with the United States Trustee's Office must contain an original signature of the debtor-in-possession or an authorized representative (i.e.; corporate officer, general partner, etc.).

I understand the filing requirements of the Monthly Operating Report (MOR):

(Signature) _____ Debtor-In-Possession

(Signature) _____ Debtor's counsel

Additional copies of the Monthly Operating Report must be provided to the debtor's attorney and to the Chair of any Creditor's Committee appointed in the case. The debtor-in-possession is responsible for the content and accuracy of the information provided.

Other requirements relating to the operating reports include:

- A. Operating reports are to be submitted only on the forms provided by the United States Trustee.
- B. Operating reports are to be filed each month from the date of filing until the case is converted, dismissed or a final decree is entered and the case is closed by the Court. Operating reports will be filed monthly until confirmation of a plan and quarterly thereafter.
- C. Operating reports are to be filed even if no financial activity occurred during a reporting period.
- D. All forms are to be completed each month.

A provision of the Debt Collection Improvement Act of 1996, PL 104-134, states that in the event of non-payment of quarterly fees, the United States Trustee has the option of referring the matter to the Department of the Treasury to attempt collection. Treasury Department collection efforts will include: a) sending dunning notices to debtor, b) withholding any government payments to the debtor, including tax refunds, in the amount of the indebtedness, c) employing collection agencies to enforce collection, and d) reporting the indebtedness to credit bureaus.

8. File the Schedules and Statement of Affairs by XXXX or obtain an extension for filing prior to that date. Please note that Local Bankruptcy Rule 1007(b) requires that a conference be held with the United States Trustee before any motion for extension of time to file the Schedules and Statements of Affairs is filed with the court.

9. Both the debtor and the debtor's attorney must attend the initial creditors meeting scheduled for XXXXX. The debtor's attorney is responsible for the timely mailing of notice to the creditors.

10. Become familiar with the information contained in the "Guidelines for Debtors-In-Possession" promulgated by the United States Trustee.

11. Comply with the provisions of Section 363 of the Bankruptcy Code regarding the use of cash collateral. Questions regarding this section should be directed to your attorney.

12. If a Plan of Reorganization has not been filed within 120 days after the entry of the order for relief in this case, you must file the report required by Local Bankruptcy Rule 3016(b).

DEBTOR INTERVIEW NOTES:

Debtor Interview Conducted by:_____

On this day of XXXXX, I received and reviewed a copy of this form and fully understand my obligations as a Chapter 11 debtor.

X_____ Print Name_____

Signature of the debtor or authorized representative

Relationship to the debtor:_____